

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 00-9****TO: All Eligible Jurisdictions and Interested Parties****DATE: August 23, 2000****SUBJECT: Announcement of CDBG Grant Management Training Workshops for
FY 2000/2001****Purpose of this memo:**

This memo is an invitation to all eligible jurisdictions and interested parties to attend a CDBG Grant Management Training Workshop. The dates and locations of the six workshop sessions are shown on the following page.

Workshop contents

These workshops will provide information to grantees on how to manage their CDBG grant. The focus will be on the Federal overlay requirements pertaining to all CDBG-funded grants. Topics will include environmental review, procurement, citizen participation, equal opportunity, general fiscal requirements, and more. The agenda will be the same for each workshop - see copy attached.

Who should attend?

These workshops are most important to those jurisdictions currently participating in the CDBG program. Local CDBG contract administrators and program operators should attend the workshop in their region. Travel to these workshops is an allowable CDBG expense under general administration.

CDBG Field Representatives from each region will be available for consultation at the workshops.

For the Sacramento workshops:

We have scheduled two workshops to prevent overcrowding associated with a single workshop. To the extent your schedule will permit, we ask that jurisdictions attend based on the geographic distribution shown on the attached workshop schedule.

For further information:

Please contact the CDBG Program Secretary at (916) 445-6000 or your CDBG Field Representative.

Schedule of FY 2000/2001 CDBG Grant Management Workshops

Date	Location
Tuesday, September 19	Cooperative Extension Agriculture Building, Auditorium 2500 W. Burrel Avenue County Civic Center Visalia
Thursday, September 21	El Centro Public Library Magee Room 539 State Street El Centro
Tuesday, September 26	Arts and Crafts Building Del Norte County Fairgrounds Highway 101 North Crescent City
<i>Directions: North on 101 to Crescent City. Turn right on Cooper Street, then right into the parking lot. follow the walkway to the right and the Arts and Crafts building will be right in front of you.</i>	
Thursday, September 28	Mount Shasta Masonic Temple 629 Alder Street Mount Shasta
<i>Take Central Mount Shasta exit which takes you onto Lake Street. Proceed east on Lake Street to Alder Street. Go left on Alder Street. The Masonic Temple is at the corner of Alder and Ivy.</i>	
Wednesday, October 4	State HCD Headquarters Building 1800 Third Street Conference Rooms 183/185 Sacramento
Friday, October 6	State HCD Headquarters Building 1800 Third Street Conference Rooms 183/185 Sacramento

Guidance for attending the Sacramento Workshops:

Wednesday, October 4

Jurisdictions and interested parties in the greater Sacramento Valley area that are south of Interstate 80 and are **in or south** of the counties of El Dorado, Sacramento, Yolo, and Solano; and any other jurisdictions unable to attend other workshop.

Friday, October 6

Jurisdictions and interested parties as above who are **in or north** as above.

**STATE CDBG PROGRAM
GRANT MANAGEMENT TRAINING FOR FISCAL YEAR 1999/2000**

AGENDA

8:15 - 8:30 a.m.	<i>Registration</i>
8:30 – 10:00 a.m.	<i>Introductions and Overview</i> <ul style="list-style-type: none">• CDBG staff and audience• Overview of today’s agenda• How to contract us <p>“What’s in the state contract”?</p> <i>Program Income</i>
10:00 - 10:15	<i>BREAK</i>
10:15 – 12:00	<i>Fiscal records and reports</i> <i>Citizen Participation</i> <i>Procurement / Program Operators</i> <i>Clearing special conditions in your contract</i> <ul style="list-style-type: none">• Environmental Review• Housing Rehabilitation and New Construction Activities• Special Conditions for Public Works, Community Facilities, and Public Services Activities
12:00 - 1:30	<i>LUNCH ON YOUR OWN</i>
1:30 - 3:00	<i>During the term of the contract</i> —Other Program and Federal Overlay Requirements <ul style="list-style-type: none">• Section 3, Fair Housing, & Equal Opportunity• Citizen Participation• Relocation• Labor Standards
3:00 - 3:15	<i>BREAK</i>
3:15- 4:30	<i>Program Monitoring by CDBG staff</i> <ul style="list-style-type: none">• What to expect• Monitoring Checklists• Record keeping guidelines <i>Closing out the contract</i> <ul style="list-style-type: none">• Closeout documentation• Planning/Technical Assistance Grants—Final Products and other P/TA information
4:30 - 4:45	<i>Workshop evaluation forms</i>